



Nbisiing Custodial and Breakfast Club Support

Part Time Contract – 20 hours per week

Reporting to and working under the direction of the Nbisiing Secondary School Principal, the Nbisiing Custodial and Breakfast Club Support person provides facilities support services to the school and breakfast club program needs to meet requirements for COVID-19 health and safety measures.

QUALIFICATIONS:

- Must be a registered member of Nipissing First Nation.
- An Ontario Secondary School Diploma or General Equivalency Diploma is required.
- Must have or be willing to obtain a Workplace Hazardous Materials Information Systems training certificate.

REQUIRED SKILLS AND ABILITIES:

- High degree of initiative and self-direction and able to work with minimal supervision.
- Work requires moderate physical effort including very frequent standing, walking, and lifting of materials (maximum of 25 pounds).
- Strong interpersonal, public relations skills and judgement.
- Possess understanding of occupational health and safety requirements and procedures.
- Proven ability and willingness to work as an integral member of a team.

DUTIES INCLUDE:

- Performs daily cleaning of hard surfaces in offices, classrooms, washrooms and all gathering areas within Nbisiing Secondary School and the Anishinabek Police Service detachment.
- Maintains an organized, functioning and hygienic kitchen.
- Working with the Breakfast Club lead, maintains inventory of groceries, prepares grocery order list, picks up pre-ordered groceries, ensures safe and proper storage of groceries, prepares Grab and Go breakfast club bags for distribution according to COVID-19 health and safety standards and cleans the kitchen after each use.
- Responsible for adherence to COVID-19 and occupational health and safety policies and procedures.
- Performs other related duties as may reasonably be required by the Principal.

The successful candidate will require a Criminal Record Check and Vulnerable Sector Screening prior to employment.

Qualified individuals are invited to submit a cover letter, resume and three (3) work-related references no later than **Friday, October 22, 2021** at 4:30 p.m. to:

Human Resources Department
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC